



# TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

## JOB POSTING

*In-House/ Surveillance Department Promotion Only*

Opening Date: 07/02/15 Closing Date: 07/09/2015

Position Title: Surveillance Supervisor

---

Department: Surveillance

---

Work Schedule: Varies

---

Wage Rate: \$15.80/ HR/ Overtime Eligible

---

If you are interested in this position, please submit the following:

- Completed Application
- High School Diploma or GED
- Tribal Identification (*if applicable*)

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

### Submit To:

Human Resources

Tule River Indian Tribe of CA

340 N. Reservation Rd.

Porterville, CA 93257

E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



# Tule River Tribe Gaming Commission

681 South Reservation Road, Porterville, CA 93257

## JOB DESCRIPTION

---

**POSITION:** Surveillance Supervisor

**WORKSITE:** Tule River Indian Reservation  
681 South Tule Road.  
Porterville, CA 93257

---

### POSITION SUMMARY

This position is located in the Surveillance Department of the Tule River Tribe Gaming Commission (TRTGC). The incumbent serves as Surveillance Supervisor. This position shall make sure all employees are in compliance with Internal Controls of the Eagle Mountain Casino and all department procedures are being followed.

The incumbent works under the supervision of the Surveillance Manager, who provides administrative and policy directions in terms of broadly defined missions or functions of the department.

---

### DUTIES AND RESPONSIBILITIES:

1. Oversee operation at Eagle Mountain Casino on a day-to-day basis to ensure compliance with the regulations of the Indian Gaming Regulatory Act, National Indian Gaming Commission, Tule River Tribal Council, and the Tule River Tribe Gaming Commission.
2. Supervise and effectively maintain a well staffed shift.
3. Protect the assets of Eagle Mountain Casino.
4. Ensures that staff understands and follows departmental and company policies and procedures.
5. Review all Surveillance incident and observation reports.
6. Train and evaluate Surveillance Officers.
7. Recommend effective changes in policy and procedure to enhance department performance.
8. Document and report all incidents in full detail, including any evidence confiscated, video surveillance and testimony on incidents cited.
9. Must be able to handle stress, focus efficiently on multiple tasks or areas at once.
10. Initiates any written and/or recorded investigation reports on illegal activities committed by customers, employees or any other person located on the premises of the Eagle Mountain Casino or any other gaming operation of the Tule River Tribe.
11. Assist in suspension for cause, of a Tule River Tribe Gaming License for employees of the Eagle Mountain Casino.
12. Assist the Tule River Tribe Gaming Commission in all hearing and preparation of incident reports confiscated evidence, reviewing of tape in preparation of up-

- coming hearings regarding revoked or suspended license. In some cases, preparation of testimony in such cases.
13. Monitor the casino and associated areas via closed-circuit television (CCTV) and direct observation to ensure compliance with tribal law, regulation, and policies and procedures.
  14. Understand and operate all surveillance CCTV, digital equipment, camera switching, computer equipment and change out monitors.
  15. Knowledge of all casino card games, dealing procedures, counting strategies and methods for cheating.
  16. Monitor casino cage, hard count, soft count, change persons, beverage/waiters/waitress, or any other employees on or adjunct to the casino floor.
  17. Conduct routine random surveillance (CCTV or floor observation of all or any assigned areas), "special surveillance" (intensive, dedicated, close observation of suspicious activities involving games, employees, or patrons. Usually associated with information received or perceived as unusual behavior) and audit surveillance (dedicated observation of suspicious activities involving game or person is compared to written documentation i.e.: credits, markers, etc., to confirm transactions) as requested or required.
  18. Must fully cooperate with local law enforcement officers as needed.
  19. Maintain storage of Surveillance data and archive materials to include digital retention.
  20. The Tule River Tribe Gaming Commission may deem all other duties as necessary.

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

---

### QUALIFICATIONS:

1. Must have a high school diploma or GED.
2. Must have two (2) years Surveillance experience.
3. Must be able to read, write, and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
4. Must have excellent verbal and written communication skills.
5. Must have excellent communication and interpersonal skills
6. Must have knowledge of CCTV, and other related equipment.
7. Must be dependable and able to work under pressure.
8. Must have basic grammar, reading, and writing acquired through a high school diploma or equivalent.
9. Must have knowledge of Microsoft Office, with an emphasis in WORD and EXCEL.
10. This position will require travel, and may be on short notice.

---

## PHYSICAL REQUIRMENTS

Position requires prolonged sitting, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. This position may require the use and climbing of ladders. The position also requires grasping, repetitive hand movement and fine coordination in daily operations, as well as preparing reports using a computer keyboard. Specific vision abilities required by this job include reading, distance, computer, and CCTV monitors. Vision correctable to 20/20 with normal color acuity. Acute hearing is required. Typically office work setting conditions. Frequently must be able to lift up to 10 pounds, normally must be able to lift up to 40 pounds, and occasionally must be able to lift up to 50 pounds. Must be able to adapt to temperatures between 60 degrees and 70 degrees Fahrenheit. This job may require the use of a vehicle, and an employee must be able to have those repetitive motions and coordination associated with operating a motor vehicle.

---

**Position reports to:** Surveillance Manager

**Salary Range:** \$15.80/ HR.  
Paid Bi-Weekly/ Overtime Eligible

**Hours:** Varies

**Benefits:** Medical, Dental, Vision, Flexible Spending Plan, PTO, & 401(k) plan.

---

**PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT.**